

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on February 17, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

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| Dan Roach | Vice Chair |
| Max Hord (via telephone) | Assistant Secretary |
| Rob Fancher | Assistant Secretary |
| Jaime Northrup | Assistant Secretary |

Also present were:

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| Craig Wrathell | District Manager |
| Michelle Rigoni (via telephone) | District Counsel |
| Zach Brecht | District Engineer |

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:01 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Roach, Fancher and Northrup were present, in person. Supervisor Hord was attending via telephone. Supervisor Hahaj was not present.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Roach thanked everyone for attending the meeting.

FOURTH ORDER OF BUSINESS

Public Comments *(limited to 3 minutes per person)*

There were no public comments.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and providing an Effective

Mr. Wrathell presented Resolution 2022-07. Ms. Rigoni stated that this Resolution formally adopts the amended Prompt Payment Policies and Procedures to reflect recent legislative changes, which were summarized in a memorandum presented at the last meeting.

On MOTION by Mr. Roach and seconded by Mr. Fancher, with all in favor, Resolution 2022-07, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and providing an Effective, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Accepting the Certification of the District Engineer that the Series 2018 Project is Complete; Declaring the Series 2018 Project Complete; Finalizing the Special Assessments Securing the District's Series 2018 Bonds; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date

Mr. Wrathell presented Resolution 2022-08 and read the title. This Resolution is administrative in nature to declare the Series 2018 project completed and enable the bond construction account to be closed. The Resolution and Exhibits will be provided to the Trustee.

On MOTION by Mr. Fancher and seconded by Ms. Northrup, with all in favor, Resolution 2022-08, Accepting the Certification of the District Engineer that the Series 2018 Project is Complete; Declaring the Series 2018 Project Complete; Finalizing the Special Assessments Securing the District's Series 2018 Bonds; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date, was adopted.

Ms. Rigoni asked for the Amortization Schedule and the Final Supplemental Methodology Report for the Series 2018 Bonds also be provided to the Trustee.

SEVENTH ORDER OF BUSINESS

**Consideration of Work Authorization No. 2
– State Mandated Storm Water Needs
Analysis (20 years)**

Mr. Wrathell presented Work Authorization No. 2 for preparation of the State mandated 20-Year Stormwater Needs Analysis Report, which must be submitted to the County by June 30, 2022.

On MOTION by Mr. Roach and seconded by Ms. Northrup, with all in favor, England-Thims & Miller, Inc., Work Authorization No. 2, for preparation of the 20-Year Stormwater Need Analysis Report, in a not-to-exceed amount of up to \$25,000, was approved.

EIGHTH ORDER OF BUSINESS

Ratification Items

A. Bond Requisitions

Mr. Wrathell presented the following items:

- I. Number 13: Hopping Green & Sams, P.A. [\$344.50]**
- II. Number 14: Hopping Green & Sams, P.A. [\$980.50]**
- III. Number 15: A.J. Johns, Inc. [\$51,221.13]**
- IV. Number 16: A.J. Johns, Inc. [\$239,962.99]**
- V. Number 17: Burnham Construction, Inc. [\$102,367.66]**
- VI. Number 18: A.J. Johns, Inc. [\$164,423.40]**
- VII. Number 19: A.J. Johns, Inc. [\$90,545.29]**
- VIII. Number 20: Burnham Construction, Inc. [\$102,938.81]**

On MOTION by Mr. Roach and seconded by Mr. Fancher, with all in favor, Bond Requisition Numbers 13 through 20, were ratified.

B. Agreements

Mr. Wrathell presented the following items:

- I. **FPL LED Lighting Agreement (Curiosity Drive)**
- II. **FPL LED Lighting Agreement (Street Lights PH1C3)**
- III. **Certificate of Regarding Completion of Construction – Series 2018 Project**

Ms. Rigoni stated that she reviewed the Agreements, which were standard in form.

On MOTION by Mr. Fancher and seconded by Ms. Northrup, with all in favor, Agenda Items 8BI through 8BIII, were approved and/or ratified.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2021

Mr. Wrathell presented the Unaudited Financial Statements as of December 31, 2021.

On MOTION by Mr. Roach and seconded by Mr. Fancher, with all in favor, the Unaudited Financial Statements as of December 31, 2021, were accepted.

TENTH ORDER OF BUSINESS

Approval of November 18, 2021 Regular Meeting Minutes

Mr. Wrathell presented the November 18, 2021 Regular Meeting Minutes.

On MOTION by Mr. Roach and seconded by Ms. Northrup, with all in favor, the November 18, 2021 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel: *Kutak Rock, LLP***
There was no report.
- B. **District Engineer: *England-Thims & Miller, Inc.***
There was no report.
- C. **Field Operations: *CCMC***
 - **Operations Report**

There was no report.

D. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: March 17, 2022 at 10:00 A.M.**
 - **QUORUM CHECK**

The March 17, 2022 meeting might be cancelled.

Mr. Wrathell stated that he and Mr. Hahaj were working on the next bond issuance for this summer or later in the year and they plan to start working with Ms. Norsworthy on preparing the Fiscal Year 2023 budget.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRTEENTH ORDER OF BUSINESS

Adjournment

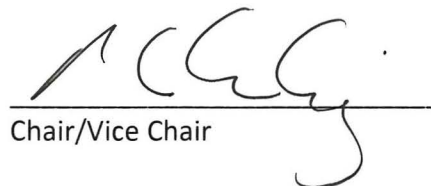
There being nothing further to discuss, the meeting adjourned.

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| <p>On MOTION by Mr. Fancher and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 10:14 a.m.</p> |
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair